



MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

March 2025

JOB TITLE:	Labourer/Operator
DEPARTMENT:	Public Works
DIVISION:	Transportation
DIRECTLY RESPONSIBLE TO:	Transportation Supervisor
INDIRECTLY RESPONSIBLE TO:	Director of Public Works

MAIN PURPOSE:

Reporting to the Transportation Supervisor, the Labourer/Operator is responsible for assisting in the general maintenance and operations of day-to-day operations and aspects of road construction and road maintenance in the Municipality including roads, bridges, sidewalks, stormwater, traffic control, pothole patching as well as equipment operation and maintenance, including manual labour as necessary to carry out requirements of the Public Works Department.

KEY RESPONSIBILITIES:

- Perform tasks related to the schedules of maintenance of and/or installation of the storm sewer, sanitary sewer, water, and road systems as assigned
- Perform emergency repairs as required to the storm sewer, sanitary sewer, water, and road systems

- Perform winter maintenance of the road system by operating snowplow or sand/salt truck as required including evenings, nights, and weekends
- Perform other related duties as assigned, including labourer functions such as shoveling, sweeping, removal of debris, brushing, tree cutting, flagging, shop cleaning and other related physical activities
- Perform departmental construction projects and pavement preparation
- Complete daily timecard, daily diary, daily trip inspection, record of duty status (hours of service) and any other forms
- Respond to after-hours complaints when designated and rotate weeks on-call
- Perform preventative maintenance on Public Works equipment, to ensure in good repair, including oil and filter change, greasing as per the service manual, or directed by the Transportation Supervisor or their designated staff
- Protect own health and safety and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant training regarding occupational health and safety. Follow all requirements and guidelines for employees and employers as legislated under the Occupational Health and Safety Act and municipal policy.
- Operate all equipment to perform the above duties including all light equipment and most heavy equipment.
- Be on 24-hour call from November 15th to April 15th for winter road maintenance and notify the Director of Public Works if there is any change to phone number or contact information.
- Report any adverse road conditions to the Transportation Supervisor as soon as possible.
- The above generally describes the duties involved with this position. The position is required to perform duties in addition to the above from time to time as directed by the Transportation Supervisor and/or Director of Public Works.
- Other duties as assigned.

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- Ontario Secondary School Diploma
- Minimum of three years' experience relevant to key responsibilities
- Valid Class "AZ" or "DZ" drivers' licence
- Good oral communication skills
- Good public relations skills
- Ability to work with minimal supervision
- First Aid and C.P.R.

Willing to attend job related training as directed by the Municipality.

KEY PERFORMANCE COMPETENCIES:

- Demonstrated ability to develop positive relationships with public, acting as a representative of the municipality.
- Demonstrated ability in conflict management skills to tactfully defuse emotionally charged situations with the public.
- Demonstrated ability to communicate effectively in writing and orally with fellow employees, the public and other external contacts.
- Demonstrated ability and confidence to prioritize workplace demands and tasks independently on own initiative.
- Demonstrated ability to work as a team member to attain stated goals and to effectively provide the best service available to public.
- Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas, and input data.
- Demonstrated ability to deal with frequent interruptions and changing deadlines while maintaining a high level of accuracy.
- Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act*.
- Demonstrated ability to act and work in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act (AODA), etc.*

WORKING RELATIONSHIPS:

- Internal: Department Heads, Immediate Supervisor, other Department Employees and Employees of other Municipal Departments.
- External: Various contractors, consultants, suppliers, and general public.

WORKING CONDITIONS:

- Exposure to a variety of environments both indoor and outdoor. Prolonged exposure to high temperatures, direct sunlight, and humid environment as well as low temperatures, wind, and icy or snowy environment.
- Requires adequate physical condition to conduct various duties associated with equipment operation and manual labour tasks such as shovelling, lifting, and standing for long periods of time.
- Must work flexible hours including early mornings, evenings, weekends, and Statutory holidays.
- May be required to work unusual hours in order to handle emergency situations.
- Normal stress associated with interactions in dealing with irate residents. Hostile situations can occur when dealing with the public and one is reminded to conduct themselves professionally.